



RESPONSE TO EXAMINER'S ACTION CHECKLIST

Client Matter Number: 09010/012001

July 7, 1997

Client Matter Name : Recombinant BioCatalysis/Enzyme Kits & Libraries

LEGAL STAFF

Check



Examiner's comments checked to confirm that all objections and rejections have been addressed.

Checked By:

Handling Atty

SECRETARY/PS

1st 2nd
Check Check

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mailing date of the Action checked to confirm the due date was docketed correctly and is satisfied by the response. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | If required, a Petition for Extension of Time and a check for the small/ large entity fee under 37 CFR \$1.136(a) is included. Check amount: <u>195⁰⁰</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Response identifies the mailing date of Action, lists all items being submitted, and includes the standard charges/credits statement. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All previously filed IDSs have been considered by the examiner and PTO Forms 1449 have been returned with each item of art initialled. If not, consideration and return is requested in the response. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | If required by amendments to the claims, a check for the small/large entity fee for any net additional claims is included. Check amount: _____ |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | If responding to a FINAL action less than one month from the SIX-MONTH FINAL DEADLINE and a Notice of Allowance is not virtually certain to result from the amendments made, a Notice of Appeal or continuation application is included. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | First class certificate of mailing is included, signed and dated. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Postcard includes billing attorney's initials and lists all papers being sent and the number of pages of each. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Preprinted envelope or label is used, which is addressed to Assistant Commissioner of Patents, Washington, DC 20231. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | File copies are complete, including all signatures and dates. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Billing secretary's manual docket entry is updated. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Action Due Record in database is updated. File copy, tab, and updated table of contents are filed in prosecution folder. |

Checked By:

CMM
1st Checker

Handling Atty

feh 7/7/97
2nd Checker & Date

INSTRUCTIONS

This checklist is intended to minimize errors in the filing of responses to Examiner's Actions. It must be completed for all responses to examiner's actions.

Where applicable, macros must be used in preparing the response.

- Step 1 **Handling Attorney** reviews each item on the "substantive" part of the checklist, completes any information requested, checks each box in the first column of boxes, and initials where indicated.
- Step 2 **First Checker** (typically, the handling attorney/agent's secretary) reviews each item on the "non-substantive" part of the checklist, completes any information requested, and checks each box in the first column of boxes. Note: The first check is done BEFORE the attorney/agent signs anything. When the first check is complete, the first checker initials the checklist where indicated and presents the response and checklist to the attorney/agent.
- Step 3 **Handling Attorney** reviews the response and the first column of boxes on the checklist for completeness and initials the checklist where indicated. Once the attorney has reviewed the checklist, he or she signs the response and related papers and returns the response to the first checker who calls the second checker.
- Step 4 **Second Checker** reviews each item on the checklist, double checks any information entered by the first checker, and checks each box in the second column of boxes. Once the double check is done, the second checker initials the checklist where indicated, seals the envelope, and gives it to office services to deliver to the Post Office.

If at any point in the above steps the response does not comply with the requirements of the checklist, the response and checklist are to be returned to the first checker with an explanation of what is wrong so that it can be corrected.

If the response is filed when a second checker is unavailable, the first checker should complete the first column of boxes, ensure that all necessary signatures and copies are made, and then file the response, leaving the checklist and file with the second checker to be completed the next business day.

Please forward your questions regarding this form and its use to the Practice Systems Coordinator.